



***Addendum #3 Questions & Answers***

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**Date:** March 11, 2016  
**To:** All Offerors  
**From:** Robin Barrett-Robinson, Senior Buyer  
**Subject:** Solicitation #16-P002R – City Transportation Plan

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This Addendum No. 3 modifies the solicitation only in the manner and to the extent as stated herein.

**I. Questions and Answers:**

**Q-1 List of items, schedule of requirements, scope of work, terms of reference, bill of materials required?**

**A-1** That information can be found in the solicitation document.

**Q-2 Soft copy of the Tender Document through email?**

**A-2** The solicitation and related documents can be found on our website, [www.charleston-sc.gov](http://www.charleston-sc.gov).

**Q-3 Names of countries that will be eligible to participate in this tender?**

**A-3** Any vendor that meets the qualifications, has the ability to submit a proposal.

**Q-4 Information about the Tendering Procedure and Guidelines?**

**A-4** All information needed on the requirements of submitting a proposal for this solicitation can be found in the solicitation document.

**Q-5 Estimated budget for this purchase?**

**A-5** That information is not available.

**Q-6 Any extension of Bidding Deadlines?**

**A-6** Not at this time.

**Q-7 Any Addendum or Pre-Bid Meeting Minutes?**

**A-7** This is the 3<sup>rd</sup> Addenda and there are no Pre-Bid Meeting Minutes.

- Q-8 Does the cost proposal need to be in a separate envelope or can it be included in the bound proposal?**
- A-8** The Cost Proposal should be in a separate envelope and not included in the bound proposal copies.
- Q-9 Does the City anticipate using the regional travel model in this process? If so, do you anticipate updates prior to its use?**
- A-9** the use of the regional travel model by COG is an option; however, this should be decided by the consultant in their approach to the study. If so, the latest model available at the time of the start of the project could be used as the City does not anticipate waiting for updates to be completed.
- Q-10 The proposal criteria suggests that the project manager needs experience with “system-wide signal timing, implementation, and fine-tuning” (page 29). Is it admissible for our project manager to be familiar with the concepts and to include a signal timing specialist on our team to add a depth of experience?**
- A-10** This was placed in the criteria in error. Addendum 1 explains to remove that sentence from the criteria.
- Q-11 Is it possible to extend the deadline for questions since the proposal submission is still over a month away? If we have a questions based on any addenda, how do we address them/follow-up?**
- A-11** The extension was granted on Addendum 2.
- Q-12 Do we have to submit our references on the form provided in the RFP (page 30) or can we alter the format?**
- A-12** The form is preferred, but not required. If you are using your own, please just be sure to title your page for the references and include the information requested for the references at a minimum.
- Q-13 Can you please elaborate on how the selection process works? Will the proposals be scored to create a short list of individuals from which a winner is selected following interviews? Or is it a cumulative process where a score will be given based on both the proposal and the interview?**
- A-13** The committee will evaluate the proposals based on the criteria set forth in the solicitation document. If the committee decides to short list, those vendors who had the highest scores will be contacted for presentations/interviews. The interviews will be scored/ranked separately from the initial scoring process. If the committee decides not to short list, they will attempt to negotiate a contract with the vendor who had the high score.

**Respondent shall acknowledge receipt of this addendum by completing this section and returning it with the Bid Submittal. Failure to acknowledge this addendum may be cause for rejection.**

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Offeror

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date